

**Biosafety Site-Specific Training
Checklist & Record for Registered,
Diagnostic, and Permitted Labs**

Trainee Name: _____

Title: _____

Site-Specific Trainer _____

Title: _____

Biosafety Training Topic	Trainer initials PI/Supervisor (or Designee)	Trainee initials	Date completed
Location and review of Biosafety Manual and/or IBC Registration			
Standard microbiological practices (SMP), lab hygiene, disinfection of work surfaces & equipment, and routine housekeeping			
Agent-specific training and exposure risk: <ul style="list-style-type: none"> • Routes of transmission • Signs/symptoms of infection/disease manifestations • Medical conditions that may increase risk of transmission and/or the severity of disease • PI has certified competency demonstration for handling infectious agents. 			
Procedure-specific (SOP) training and associated safety precautions, including engineering controls and work practice controls			
Biological hazard communication and labeling (door placards & labels)			
Safety and use of lab equipment for containing/processing biological hazards (e.g. biosafety cabinets, autoclaves, and centrifuges)			
Location and use of hand washing sinks and emergency eye washes			
PPE training, including selection, use, and storage/disposal			
Identification, segregation and treatment of biohazardous wastes			
Lab-specific procedures for emergencies (including reporting): <ul style="list-style-type: none"> • Spill containment, disinfection & clean-up • Accidents, injuries, and exposures (includes near-misses) 			
<i>Bloodborne Pathogens topics (if working with human materials)</i> <ul style="list-style-type: none"> • Location/availability of the UT Exposure Control Plan • Competency demonstration for activities/procedures that may involve exposure to human blood, tissues, cells, or body fluids • Selection and use of PPE (if different from above) • Emergency actions for incidents/exposures involving human materials (including reporting) • Paid employees have submitted the Hep B offer/waiver form to Occupational Health. 			

SUPERVISOR/TRAINEE: Insert training dates and your signature below upon completion of all training elements.

I provided site-specific training for the individual listed above as documented.	I received training as outlined above and was given an opportunity to ask questions related to safety expectations and my exposure risk.
PI/Trainer Acknowledgment of Training (sign/date)	Trainee Acknowledgment of Training (sign/date)

Instructions for Completion of Biosafety Site-Specific Training Checklist & Record

This form is intended to help employees and supervisors meet the training and recordkeeping requirements of the UTK-area Biosafety program.

TRAINEE (EMPLOYEE/STUDENT)

This record will be provided to you when you complete the required programmatic training covering standard microbiological practices, biosafety principles, biological safety/containment/security practices, and bloodborne pathogens (as applicable).

You must then give this form to the PI, supervisor, or designated trainer in the lab so that they can provide you with site specific training. Both the trainer and the trainee must initial when each element of training is complete.

Once the PI or supervisor reviews this information with you, and you have had an opportunity to ask any questions that you have relative to working safely in the lab, sign the record in the designated box to complete the record.

A copy is to be kept on file in the Biosafety Manual or with other Biosafety-related records.

PI/SUPERVISOR/WORKPLACE TRAINER

The PI or laboratory supervisor must ensure that laboratory personnel, including faculty, staff and students, receive appropriate training regarding biological agents/hazards in use, the SOPs provided in the Biosafety Manual (or any other duties), necessary precautions to prevent accidents and exposures, accident/exposure evaluation procedures, and other general safety requirements specific to lab. Personnel must receive annual updates or additional training when procedural or policy changes occur.

Each trainee will be instructed to provide you with this form. When you receive this form, you, or a designated trainer who is familiar with the procedures and processes carried out in the lab, will need to provide site-specific training. The PI must also complete for form. The trainer in this instance may be the PI designate or the PI may self-sign. If there are questions from the form that arise, please contact the Biosafety Office.

When each training element has been covered, write your initials and date in the appropriate columns. When all training elements have been completed and the trainee has had an opportunity to ask questions, have the trainee sign in the appropriate box; you or the designated trainer will sign the box designated for the PI/trainer. Keep this training record on file and available for regulatory review.